



Creating News Story with Images and/or Hyperlinks

1. **Navigate to Unit**
2. **Create Page**
3. **Enter meta data**
 - **Headline**
 - **Story Date**
 - **Byline**
 - **Unit**
 - **Dateline**
4. **Enter Content**
5. **Upload New Images** if any
6. **Attach images** to story
7. **Add hyperlinks** if any
8. **Select Categories and Tags**
9. **Enter Story Promotion** information
10. **Enter Publishing Dates**
11. **Check in to Share Draft** for review
12. **Submit** for Approval



Navigating to Unit for News Story

1a. Click *Units*

Welcome Gessner Ctr Kathy / / Site Actions

MARINES
THE FEW. THE PROUD.

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community | Search
Advanced Search

CALL TO SERVICE
A Message from the Commandant of the Marine Corps -- Our Nation is at war - our Corps is at war...

Re-enlist
[Active Duty](#)

Volunteer for Duty
[Reserve](#)
[Retired](#)

Join the Corps
[Contact a Recruiter](#)
[Find a Recruiting Station](#)

Retirees
[CMC's Message](#)

with certificates in hand, after graduating from a Humvee licensing and preventive maintenance course March 20. More than 20 Iraqi soldiers graduated from the three-week course, which was taught by Marines with Regimental Combat Team 7.

Photo by Staff Sgt. Jim Goodwin



01 02 03 04

OPERATIONAL NEWS [Section Home](#) 

In the News 

Press Releases 

Legal Advisories 

FEATURES

Medal of Honor
Cpl. Jason L. Dunham, first Long War Marine to receive Medal of Honor

- [About the Medal of Honor](#)
- [Marine Recipients](#)
- [The Gift of Valor](#)

Leaders Guide
Designed to provide guidance and tools to leaders on what to look for, what to do and specific resources for helping Marines.

LEADERS GUIDE
Managing Marines In Distress 

Join the Corps

 Marines.com You'll train harder than you thought possible but if you succeed you'll become part of the proud tradition of those who serve as Marines. Take the challenge at [Marines.com](#)



Selecting Unit for News Story

1b. Select Unit

Welcome Gessner Ctr Kathy // Site Actions ▾

MARINES
THE FEW. THE PROUD.

Home | News ▾ | **Units** ▾ | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾

Advanced Search

Home > Units Add Link to Site

[View All Site Content](#)

Unit Directory

Headquarters Marine Corps

Unit Type	Location	Alphabetically
<ul style="list-style-type: none"> ▪ Artillery ▪ Aviation ▪ Bases and Stations ▪ Detachments ▪ Divisions <li style="border: 2px solid red;">▪ Expeditionary Units ▪ Headquarters Agency ▪ Infantry Units ▪ Marine Logistics Group ▪ Marine Forces ▪ Recruiting Districts ▪ Reserves ▪ Training/Schools ▪ Other Elements 	<ul style="list-style-type: none"> ▪ Afghanistan ▪ Africa ▪ Arizona ▪ California ▪ District of Columbia ▪ Europe ▪ Florida ▪ Georgia ▪ Hawaii ▪ Iraq ▪ Japan ▪ Kentucky ▪ Korea ▪ Louisiana ▪ Maryland ▪ Missouri ▪ Nebraska ▪ New York ▪ North Carolina ▪ Oklahoma ▪ Rhode Island ▪ South Carolina ▪ Texas ▪ Virginia ▪ Washington 	<ul style="list-style-type: none"> ▪ A-G ▪ H-N ▪ O-T ▪ U-Z ▪ 0-9

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Creating Page for News Story

1c. Click *Unit* from list of links

The screenshot shows the Marine Corps website interface. At the top right, there is a navigation bar with "Welcome Kathy Gessner", "My Links", and "Site Actions". Below this is the Marine Corps logo and the slogan "THE FEW. THE PROUD.". A main navigation menu includes "Home", "News", "Units", "Recruiting", "Training & Education", "Career", "Marine Services", and "In the Community". A search box is located to the right of the menu. Below the navigation is a breadcrumb trail "Home > Units" and links for "Create Site" and "Add Link to Site". A sidebar on the left contains "View All Site Content" and "Lists". The main content area is titled "Unit Directory: Results" and shows "Unit Type : Expeditionary Units" with a list item "II MEF" and its URL "http://usmcdemoau1.inforeliance.com/units/marforcom/iimef". A red box highlights the "Lists" sidebar and the "II MEF" link, with a red arrow pointing from the "1c. Click Unit from list of links" instruction to the "Lists" sidebar.

Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

Home > Units

Unit Directory: Results

Unit Type : Expeditionary Units

- II MEF
<http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>



Creating Page for News Story

2a. Create Page by Clicking *Site Actions*

The screenshot shows a SharePoint site for the Marine Corps. The breadcrumb trail is "/ Welcome Kathy Gessner / My Links / Site Actions". The "Site Actions" dropdown menu is open, listing several options:

- Edit Page**: Change the content and Web Parts on this page.
- Create Page**: Create a page in this site.
- Create Site**: Add a new site under this site.
- Show Page Editing Toolbar**: Display the page status and editing options for this page.
- View All Site Content**: View all libraries and lists in this site.
- View Reports**: View reports on documents, pages and tasks.
- Site Settings**: Manage site settings on this site.
- Manage Content and Structure**: Reorganize content and structure in this site collection.

The main content area shows "Unit Directory: Results" with a "View All Site Content" button and a "Lists" dropdown. Below this, it displays "Unit Type : Expeditionary Units" and a list item "II MEF" with a URL: <http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>.

NOTE: Site Actions will vary depending on your permissions.



Creating Page for News Story

2b. Click *Create Page*

A screenshot of a SharePoint site interface. The top navigation bar includes "Welcome Kathy Gessner", "My Links", and "Site Actions". The main content area shows a "Unit Directory: Results" page with a "View All Site Content" button and a "Lists" dropdown. A red arrow points from the "Create Page" option in the "Site Actions" menu to the "Create Page" option in the "Site Actions" menu. The "Site Actions" menu is open, showing options like "Edit Page", "Create Page", "Create Site", "Show Page Editing Toolbar", "View All Site Content", "View Reports", "Site Settings", and "Manage Content and Structure".

Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

Home > Units

View All Site Content

Lists

Unit Directory: Results

Unit Type : Expeditionary Units

- II MEF
<http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>

Site Actions

- Edit Page
Change the content and Web Parts on this page.
- Create Page**
Create a page in this site.
- Create Site
Add a new site under this site.
- Show Page Editing Toolbar
Display the page status and editing options for this page.
- View All Site Content
View all libraries and lists in this site.
- View Reports
View reports on documents, pages and tasks.
- Site Settings
Manage site settings on this site.
- Manage Content and Structure
Reorganize content and structure in this site collection.



Creating Page for News Story

The screenshot shows the 'TESTSITE' 'Create Page' interface. The breadcrumb trail is 'Home > Units > TESTSITE > Pages > Create Page'. The page title is 'Create Page'. The 'Page Title and Description' section has a text box containing 'Training Page 1'. The 'Page Layout' dropdown menu is open, showing several options, with '(News Story) News Story without Photos' selected. The 'Create' button is highlighted in the bottom right corner.

2c. Enter Page Title

2d. Select News Story with Photos or News Story without Photos

2e. Click Create



Entering MetaData for News Story

3. Enter MetaData

NOTE: If creating a News Story without Images you will not have an Image Upload tab or the column on the right to add photos.

The screenshot shows the 'MetaData' section of a content management system. The page title is 'New Training for Content Managers'. The form includes fields for 'StoryDate' (4/13/2007), 'By' (Kathy Gessner, IT Consultant), 'Unit' (Headquarters, U.S. Marine Corps), and 'Dateline' (Marines implement new content manager p...). There are tabs for 'Image Uploads', 'Categories and Tags', 'Story Promotion', and 'Publishing Dates'. On the right side, there are five photo upload slots labeled Photo1 through Photo5, each with an 'Edit Picture' button and a 'Click to add a new picture' link.

3a. Headline is Page Title by default. Type new title to change.

3b. Enter Story Date

3c. Enter Byline

3d. Select Unit from drop down menu

3e. Enter Dateline

3f. To Enter Page Content, click "Click here to add new content"



Entering Content for News Story

4. Enter Content

EMAIL | PRINT | FEEDS

HEADLINE
New Training for Content Managers

StoryDate
4/13/2007

By
Byline
Kathy Gessner, IT Consultant

Unit
Headquarters, U.S. Marine Corps

Dateline
Marines implement new content manager

Select | Styles | A | A1 | B | I | U | [List Icons] | [Link Icon] | [Image Icon] | [Undo] | [Redo] | [Help]

Current Selection : None

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam lacus. Aliquam tincidunt lacus ut arcu. Fusce turpis risus, vehicula sit amet, malesuada eu, ornare ac, nibh. Suspendisse ac sem id neque consec venenatis. Nunc sollicitudin justo sed massa. Nulla quis quam.

Suspendisse lacinia, erat ut pharetra malesuada, est mauris malesuada nunc, at venenatis elit mauris et erat. Mauris at tortor. Sed condimentum. Duis massa dolor, feugiat ac, placerat at, semper vel, elit. Curabitur ante enim, eleifend a, venenatis in, sodales sit amet, orci.

Vivamus non neque consectetur est mollis ultrices. Integer suscipit venenatis mi. Sed vehicula elit posuere mauris. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Suspendisse ac neque quis tellus aliquet tristique. Suspendisse sem dolor, ultricies sed, lacinia quis, fringilla et, dolor. In adipiscing augue bibendum justo rhoncus congue. Suspendisse mauris.

Phasellus erat velit, placerat at, consectetur sit amet, laoreet sit amet, quam. Nunc tellus tortor, iaculis quis, fermentum eget, vulputate vitae, ipsum. Ut est. Fusce tempor, dolor non gravida interdum, justo ligula faucibus mauris, tincidunt volutpat arcu augue at arcu.



Uploading New Images for News Story

5. Click to upload new images

The screenshot shows the MARINES website's content management interface. At the top, there is a navigation menu with links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A search bar is located to the right of the menu. Below the navigation, there is a status bar indicating the page is checked out and ready for publication. A sidebar on the left contains a menu with options like Test Site, Mission, News, Units, Press Releases, Photos, Links, and POC. The main content area is titled 'MetaData' and includes tabs for 'Image Uploads', 'Categories and Tags', 'Story Promotion', and 'Publishing Dates'. The 'Image Uploads' tab is active, showing a button that says 'Click here to upload a new image.' Below this, there are fields for 'HEADLINE' (New Training for Content Managers), 'StoryDate' (4/13/2007), 'By' (Kathy Gessner, IT Consultant), and 'Unit' (Headquarters, U.S. Marine Corps). A 'Dateline' field contains the text 'Marines implement new content manager p...'. At the bottom of the main content area, there is an 'Edit Content' button and a link to 'Click here to add new content'. On the right side of the page, there are five photo upload slots, each with an 'Edit Picture' button, a 'Clear' button, and a 'Click to add a new picture' link.



Uploading New Images for News Story

5a. Click *Browse to Select Files*

Note: Recommend that you upload each image individually so you can input required information and check in each image rather than Uploading Multiple files at one time. You will still have to go back and enter required information for each image and then check it in.

Home > Units > TESTSITE > Images > Upload Document

Upload Document: Images

Upload Document

Browse to the document you intend to upload.

Name:

Browse...

Upload Multiple Files...

Add as a new version to existing files

Version Comments

Type comments describing what has changed in this version.

Version Comments:

OK

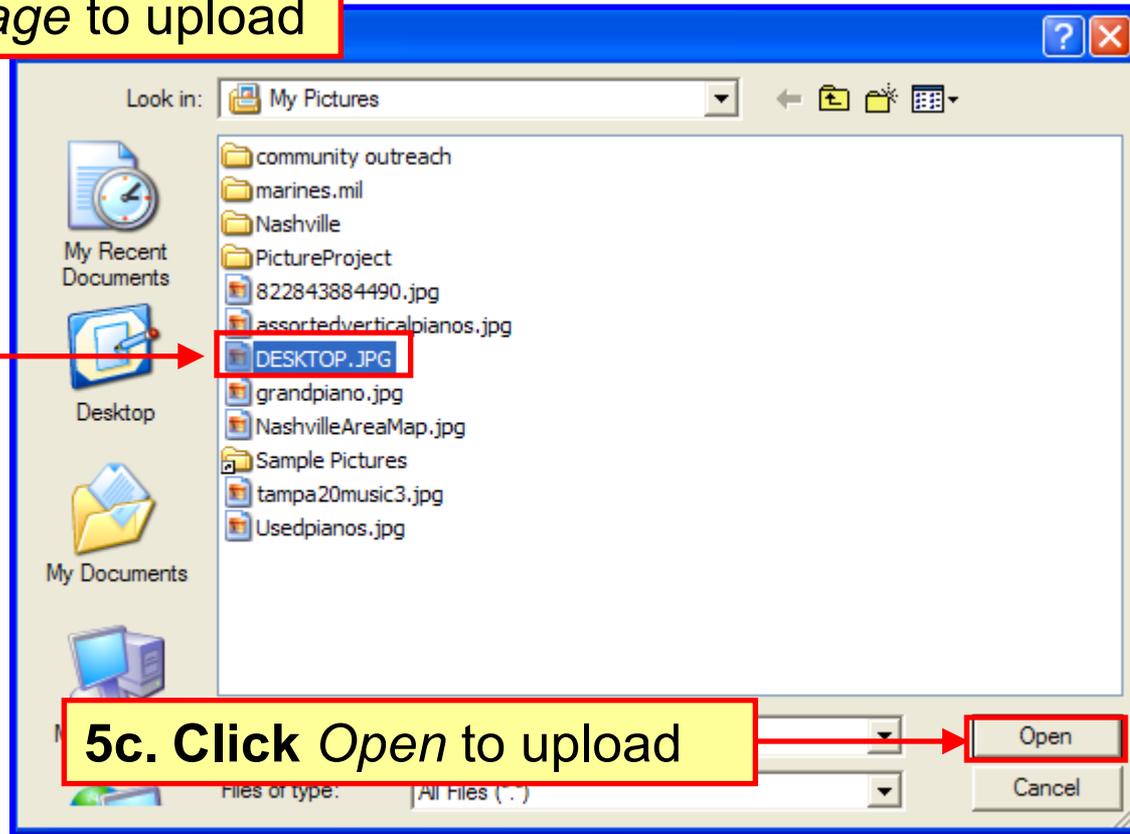
Cancel

Note: Images must be published and approved before the public can view them



Uploading New Images for News Story

5b. Select *Image* to upload



5c. Click *Open* to upload



Uploading New Images for News Story

Home > Units > Headquarters Marine Corps > Images > Upload Document

Upload Document: Images

Upload Document Browse to the document you intend to upload.	Name: <input type="text" value="C:\Documents and Settings\kathy.gess"/> <input type="button" value="Browse..."/> <input type="button" value="Upload Multiple Files..."/> <input checked="" type="checkbox"/> Add as a new version to existing files
Version Comments Type comments describing what has changed in this version.	Version Comments: <input type="text"/>

5d. Click OK →



Uploading New Images for News Story

5e. Enter image information

- Name *
- VRIN# *
- Date Photo Taken *
- Byline *
- Unit
- Dateline *
- Keywords
- TypeofImage
- F-Number
- ExposureTime
- ApertureValue
- ShutterSpeedValue
- MeteringMode
- MaxApertureValue
- ExifImageWidth
- FocalLength
- ExposureMode
- ExifImageHeight
- SceneCaptureType
- WhiteBalanceMode
- Flash
- ISOSpeedRatings
- Model
- Make
- Headline
- Artist
- City
- WriterEditor
- Country/Region
- State/Province
- AllMetadata

5f. Click *Check In*

The screenshot shows a web application interface for uploading a news story image. The form is titled "Frogs.jpg" and includes a preview of a frog. The form fields are as follows:

Name *	Frogs.jpg
Preview	
VRIN# *	Frogs.jpg
DatePhotoTaken *	2/13/2007 AM 20
Byline *	John Smith, Photographer
Unit	10th Marine Regiment
Dateline *	Frogs have clandestine meeting
Caption *	Frog Meeting
Keywords	Frogs
TypeOfImage	<input checked="" type="radio"/> News Story Photo <input type="radio"/> Generic Graphic or Chart
F-Number	F 11
ExposureTime	1/125 sec
ApertureValue	
ShutterSpeedValue	
MeteringMode	Multi-segment
MaxApertureValue	F 4.6
ExifImageWidth	2048 pixels
FocalLength	105.0 mm
ExposureMode	Auto exposure
ExifImageHeight	1151 pixels
SceneCaptureType	Standard
WhiteBalanceMode	Auto white balance
Flash	Flash fired, return detected, Auto
ISOSpeedRatings	1600
Model	NIKON D40X
Make	NIKON CORPORATION
Headline	
Artist	
City	
WriterEditor	
Country/Region	

NOTE: Make sure all Items marked with * have information. These are required fields and must have information filled in.



Uploading New Images for News Story

5g. After all images have been uploaded, Change View to My Submissions



Home News Units Recruiting Training & Education Career Marine Services In the Community Search Advanced

Images											
Name	Byline	Unit	Caption	Approval Status	Created	Created By	Dateline	DatePhotoTaken	Modified	Modified By	Content Type
2005				Approved	1/24/2008 4:18 PM	svc.marines.mil			1/24/2008 4:18 PM	svc.marines.mil	Folder
2006				Approved	1/24/2008 4:18 PM	svc.marines.mil			1/24/2008 4:18 PM	svc.marines.mil	Folder
2007				Approved	1/24/2008 4:18 PM	svc.marines.mil			1/24/2008 4:18 PM	svc.marines.mil	Folder
_036_Sgt.Boh_LOW		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 300 x 433
_036_Sgt.Bohanner		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 832 x 1200
_MG_1304 copy		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 3504 x 2336
_MG_1304low		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 330 x 220
_MG_1705low		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 3504 x 2336

NOTE: This view will display all images created and/or last modified by you in descending date order



Uploading New Images for News Story

New Upload Actions Settings 1 - 100 View: My submissions

Type	Name	Modified	Modified By	Approval Status	Approver Comments	Thumbnail
	DESKTOP NEW	2/19/2008 12:29 PM	Gessner CTR Kathy	Draft		
		2/19/2008 9:23 AM	Kathy		Content and Structure Tool	
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
	080105-M-9719V-064 NEW	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	

5h. Click *drop down* next to image name of image to Publish

- View Properties
- Edit Properties
- Manage Permissions
- Edit Document
- Delete
- Send To
- Check Out
- Publish a Major Version**
- Version History
- Workflows
- Alert Me

5i. Click *Publish a Major Version*

NOTE: This step must be done for each image uploaded.



Uploading New Images for News Story

Home > Units > Headquarters Marine Corps > Images > DESKTOP > Check In

Publish Major Version

Use this page to publish the current version of this document.

! Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permissions.

Comments
Type comments describing what has changed in this version.

5j. Enter Comments

Comments:

5k. Click OK

OK Cancel

5l. Close Images View



Attaching Images to News Story

6a. Click "Click to add a new picture"

The screenshot shows a content management system interface for a news story. At the top, there is a navigation bar with links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A search bar is also present. Below the navigation bar, there is a status bar indicating the version is checked out and the status is 'Only you can see and modify this page'. The main content area is titled 'MetaData (click to show/hide metadata)' and contains several tabs: 'Image Uploads', 'Categories and Tags', 'Story Promotion', and 'Publishing Dates'. Under the 'Image Uploads' tab, there is a link that says 'Click here to upload a new image.'. Below this, there is a form for adding a new image. The form has a 'HEADLINE' field with the text 'New Training for Content Managers'. To the right of the form, there are buttons for 'EMAIL', 'PRINT', and 'FEEDS'. Below the headline, there are fields for 'StoryDate' (4/13/2007), 'By' (Kathy Gessner, IT Consultant), 'Unit' (Headquarters, U.S. Marine Corps), and 'Dateline' (Marines implement new content manager p). At the bottom of the form, there is a 'Page Content' field with an 'Edit Content' button and a link that says 'Click here to add new content'. On the right side of the form, there are five photo upload slots, each with an 'Edit Picture' button, a 'Clear' button, and a 'Click to add a new picture' button. A red box highlights the 'Click to add a new picture' button for Photo1, and a red arrow points from the text in the yellow box to this button.



Attaching Images to News Story

6b. Click *Browse* to select image

The screenshot shows a "Web Page Dialog" window with the "General" tab selected. The "Selected Image" field is empty, and the "Browse..." button is highlighted with a red box. A red arrow points from the text "6b. Click *Browse* to select image" to this button. Other fields include "Alternate Text", "Hyperlink", and "Open Link In New Window". The "Layout" section has "Alignment" set to "Default", "Horizontal Spacing", "Vertical Spacing", and "Border thickness" fields. The "Size" section has radio buttons for "Use default image size" (selected) and "Specify Size", with "Width" and "Height" fields. A "Maintain aspect ratio" checkbox is checked. The "OK" and "Cancel" buttons are at the bottom right. The status bar at the bottom shows the URL: https://author.marines.mil/units/testsite/_layouts/AssetImagePicker.aspx?DefaultAssetLocation=&Default/ and "Internet".



Attaching Images to News Story

6c. Click *Current Site: Images*

Select an Image Web Page Dialog

to select it. Type a site URL or a library URL in the **Location** box to browse its contents.

Headquarters Marine Corps 1-15 ▾

Look In

- Current Site: Images**
- Site Collection Images

Type	Title	Modified	Created By
	Assistant Commandant of the Marine Corps	11/21/2007	
	Aviation	12/24/2007	
	Blount Island Command	12/24/2007	
	Chaplain of the Marine Corps	11/19/2007	
	Command, Control, Communications and Computers	11/19/2007	
	Commandant of the Marine Corps	2/18/2008	
	Counsel for the Commandant	12/10/2007	
	Director Marine Corps Staff	12/10/2007	
	Division of Public Affairs	1/10/2008	
	Expeditionary Force Development Center	12/10/2007	
	Headquarters Battalion	12/10/2007	
	Health Services	11/19/2007	
	Human Resources	1/11/2008	
	Inspector General of the Marine Corps	12/10/2007	
	Installations & Logistics	12/10/2007	

Location (URL):

OK Cancel

https://author.marines.mil/units/hqmc/_layouts/AssetPortalBrowser.aspx?APDView=Thumbs&DefaultAssetLocation=&DefaultA Internet



Attaching Images to News Story

6d. Click *My Submissions*

Image -- Web Page Dialog

Click an item to select it. Type a site URL or a library URL in the **Location** box to browse its contents.

Look In

- Current Site: Images
- Site Collection Images

Actions

- All Documents
- My submissions
- Approve/reject Items
- Simple View
- Thumbnails

2007	2005	2006	MarineCorpSeal255 31K (GIF)
001-MENTORS_lowres 18K (JPG)	001.low 19K (JPG)	0014lowres 19K (JPG)	001LR 52K (JPG)

Location (URL): /units/hqmc/PublishingImages/Forms/AllItems.aspx

OK Cancel

https://author.marines.mil/units/hqmc/_layouts/AssetPortalBrowser.aspx?APDView=Thumbs&DefaultAssetLocation=&DefaultA Internet



Attaching Images to News Story

6e. Click *Image* to add to story

Page Dialog

select it. Type a site URL or a library URL in the **Location** box to browse its contents.

Images 1-15

Look In: Current Site: Images, Site Collection: Images

Type	Name	Modified	Modified By	Approval Status	Approver Comments	Thumbnail
Image	DESKTOP	2/19/2008 1:08 PM	Gessner CTR Kathy	Approved		
Image	080109-M-9719V-006	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
Image	080108-M-9719V-006	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
Image	080108-M-9719V-004	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
Image	080105-M-9719V-064	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	

Location (URL):

OK Cancel

https://author.marines.mil/units/hqmc/_layouts/AssetPortalBrowser.aspx?APDView=Thumbs&DefaultAssetLocation=&DefaultA Internet

NOTE: You can only add one image at a time



Attaching Images to News Story

Double-click an item to select it. Type a site URL or a library URL in the **Location** box to browse its contents.

Images 1-15 ▾

Look In

- Current Site: Images
- Site Collection Images

Type	Name	Modified	Modified By	Approval Status	Approver Comments	Thumbnail
DESKTOP		2/19/2008 1:08 PM	Gessner CTR Kathy	Approved		
	080109-M-9719V-006	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
	080108-M-9719V-006	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
	080108-M-9719V-004	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
	080105-M-9719V-064	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	

Location (URL): /units/hqmc/PublishingImages/DESKTOP.JPG

6f. Click OK →

https://author.marines.mil/units/hqmc/_layouts/AssetPortalBrowser.aspx?APDView=Thumbs&DefaultAssetLocation=&DefaultA Internet



Attaching Images to News Story

The screenshot shows a dialog box titled "Edit Image Properties -- Web Page Dialog". It has a close button (X) in the top right corner. Below the title bar is a text area with the instruction "Enter the URL of the selected image and its display properties." The dialog is divided into three sections: "General", "Layout", and "Size".

General

- Selected Image:
- Alternate Text:
- Hyperlink:
- Open Link In New Window

Layout

- Alignment: (dropdown)
- Horizontal Spacing (pixels):
- Border thickness (pixels):
- Vertical Spacing (pixels):

Size

- Use default image size
- Specify Size
- Width (pixels):
- Height (pixels):
- Maintain aspect ratio (enter width or height)

At the bottom of the dialog, there are "OK" and "Cancel" buttons. A yellow box with the text "6g. Click OK" has a red arrow pointing to the "OK" button. The status bar at the bottom shows the URL: https://author.marines.mil/units/hqmc/_layouts/AssetImagePicker.aspx?DefaultAssetLocation=&DefaultAs: Internet



Attaching Images to News Story

6h. Image Attached

[EMAIL](#) | [PRINT](#) | [FEEDS](#)

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

[Edit Content](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam lacus. Aliquam tincidunt lacus ut arcu. Fusce turpis risus, vehicula sit amet, malesuada eu, ornare ac, nibl pendisse ac sem id neque consectetur venenatis. Nunc sollicitudin justo sed ma... Nulla quis quam.

Suspendisse lacinia, erat ut pharetra malesuada, est mauris malesuada nunc, at venenatis elit mauris et erat. Mauris at tortor. Sed condimentum. Duis massa dolor, feugiat ac, placerat at, semper vel, elit. Curabitur ante enim, eleifend a, venenatis in, sodales sit amet, orci.

Vivamus non neque consectetur est mollis ultrices. Integer suscipit venenatis mi. Sed vehicula elit posuere mauris. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Suspendisse ac neque quis tellus aliquet tristique. Suspendisse sem dolor, ultricies sed, lacinia quis, fringilla et, dolor. In adipiscing augue bibendum justo rhoncus congue. Suspendisse mauris.

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Photo1

[Edit Picture](#) [Clear](#)

Photo2

[Edit Picture](#) [Clear](#)

[Click to add a new picture](#)

Photo3

[Edit Picture](#) [Clear](#)

[Click to add a new picture](#)

Photo4

[Edit Picture](#) [Clear](#)

[Click to add a new picture](#)

Photo5

[Edit Picture](#) [Clear](#)

[Click to add a new picture](#)

Photo6

[Edit Picture](#) [Clear](#)

[Click to add a new picture](#)

Photo7

[Edit Picture](#) [Clear](#)

NOTE: Repeat steps to add additional pictures. The order the pictures appear down the side is the order the pictures will be used in the slideshow attached to the news story.



Adding Hyperlinks to News Story

7. Right Column has places for 10 images and 10 hyperlinks. Scroll down for hyperlinks.

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community |

Advanced Search

Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately

Page | Workflow | Tools |

Remember to check in so other people can see your changes. (Do not show this message again)

You are here: [Home](#) > [Units](#) > TESTSITE

[View All Site Content](#)

Test Site

[Mission](#)

[News](#)

[Units](#)

[Press Releases](#)

[Photos](#)

[Links](#)

[POC](#)

MetaData (click to show/hide metadata)

[Image Uploads](#) | [Categories and Tags](#) | [Story Promotion](#) | [Publishing Dates](#)

[Click here to upload a new image.](#)

EMAIL | PRINT | FEEDS

HEADLINE

StoryDate

By

Byline

Unit

Dateline

Page Content

[Click here to add new content](#)

Photo1

[Click to add a new picture](#)

Photo2

[Click to add a new picture](#)

Photo3

[Click to add a new picture](#)

Photo4

[Click to add a new picture](#)

Photo5

[Click to add a new picture](#)



Adding Hyperlinks to News Story

Right Column has places for 10 images and 10 hyperlinks.
Scroll down for hyperlinks.

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community | Search

Advanced Search

Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately

Page | Workflow | Tools | Check In to Share Draft | Submit for Approval | Publish

Remember to check in so other people can see your changes. (Do not show this message again)

You are here: Home > Units > TESTSITE

View All Site Content

Test Site

Mission

News

Units

Press Releases

Photos

Links

POC

EMAIL | PRINT | FEEDS

MetaData (click to show/hide metadata)

Image Uploads | Categories and Tags | Story Promotion | Publishing Dates

Click here to upload a new image.

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

Edit Content

Click here to add new content

Photo1

Edit Picture

Clear

Click to add a new picture

Photo2

Edit Picture

Clear

Click to add a new picture

Photo3

Edit Picture

Clear

Click to add a new picture

Photo4

Edit Picture

Clear

Click to add a new picture

RelatedLink1

Edit Hyperlink

Clear

Click to add a new hyperlink

7a. Click "Click to add a new hyperlink"



Adding Hyperlinks to News Story

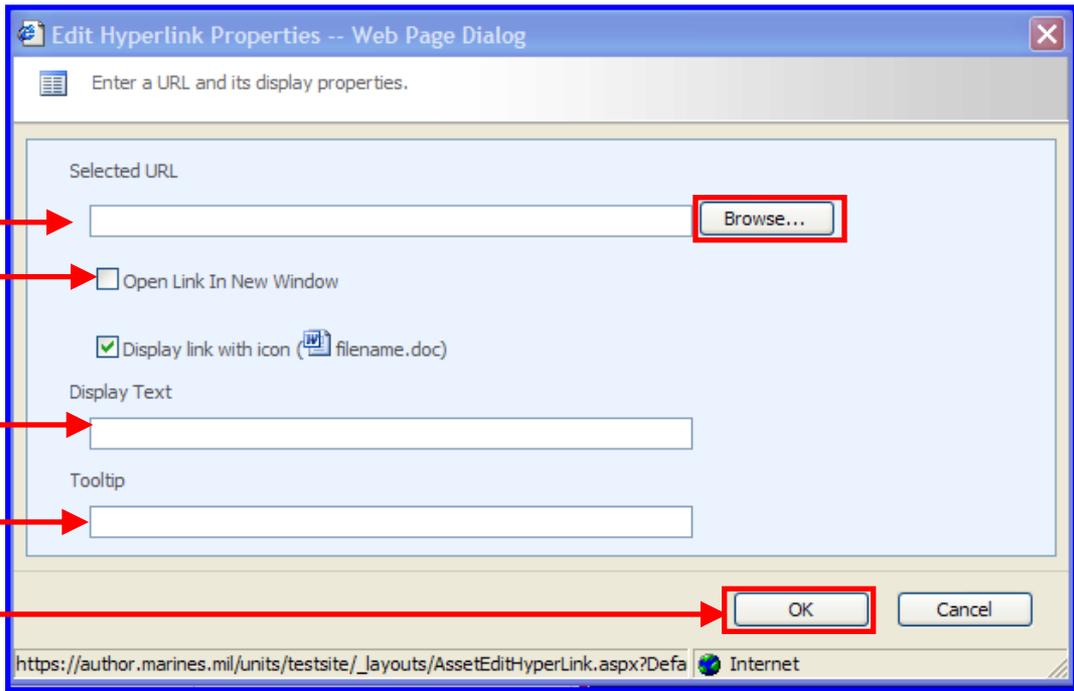
7b. Enter URL for document or click *Browse* to include existing hyperlink

7c. Check to have Link Open in a new Window when clicked

7d. Enter text to display

7e. Enter text to display when hovering over item

7e. Click OK





Selecting Categories and Tags for News Story

8a. Click *Categories and Tags*

The screenshot shows the MARINES content management system interface. At the top, there is a navigation bar with links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. Below this is a search bar and a 'Remember to check in' message. The main content area is divided into several sections: 'View All Site Content', 'Test Site', 'Mission', 'News', 'Units', 'Press Releases', 'Photos', 'Links', and 'POC'. The 'Metadata' section is expanded, showing tabs for 'Image Uploads', 'Categories and Tags', 'Story Promotion', and 'Publishing Dates'. The 'Categories and Tags' tab is selected and highlighted with a red box. Below the tabs, there are fields for 'HEADLINE', 'StoryDate', 'Byline', 'Unit', and 'Dateline'. The 'Page Content' section contains placeholder text. On the right side, there is a vertical list of photo thumbnails, each with an 'Edit Picture' button and a 'Click to add a new picture' link.

NOTE: Click to Show/Hide Meta Data if options do not display. Then click MetaData Tab Heading to enter the MetaData.



Selecting Categories and Tags for News Story

8b. Check Content Categories

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags Story Promotion Publishing Dates

ContentCategory

- Artillery
- Aviation
- Base or Station
- Career
- Ceremonies/Events
- Combat
- Combat Support
- Commandant of the Marine Corps
- Community Relations
- Deployment
- Environmental
- Expeditionary
- Family
- Historical Content
- Joint Operations
- Marine Corps Wide
- Operational
- Operation Enduring Freedom
- Operation Iraqi Freedom
- Personal Profile
- Policy
- Recreation
- Recruiting
- Safety
- Sergeant Major of the Marine Corps
- Sports
- Technology
- Training
- Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category
Career, Marine Corps Wide

Tags
frogs

8c. Enter Content Category and Tags separated by a comma. These are metadata tags that will be searchable and associated with this document and increase the searchability of the document.



Entering Story Promotion Information for News Story

Story Promotion is used by the Approver to determine position of story

NOTE: Story Promotional determines where the story will display throughout the site. What you see on this screen will vary with your permission level.

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags **Story Promotion** Publishing Dates

ContentCategory

- Artillery
- Aviation
- Base or Station
- Career
- Ceremonies/Events
- Combat
- Combat Support
- Commandant of the Marine Corps
- Community Relations
- Deployment
- Environmental
- Expeditionary
- Family
- Historical Content
- Joint Operations
- Marine Corps Wide
- Operational
- Operation Enduring Freedom
- Operation Iraqi Freedom
- Personal Profile
- Policy
- Recreation
- Recruiting
- Safety
- Sergeant Major of the Marine Corps
- Sports
- Technology
- Training
- Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs



Entering Publishing Dates for News Story

9a. Click *Publishing Dates*

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags Story Promotion **Publishing Dates**

ContentCategory

- Artillery
- Aviation
- Base or Station
- Career
- Ceremonies/Events
- Combat
- Combat Support
- Commandant of the Marine Corps
- Community Relations
- Deployment
- Environmental
- Expeditionary
- Family
- Historical Content
- Joint Operations
- Marine Corps Wide
- Operational
- Operation Enduring Freedom
- Operation Iraqi Freedom
- Personal Profile
- Policy
- Recreation
- Recruiting
- Safety
- Sergeant Major of the Marine Corps
- Sports
- Technology
- Training
- Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs



Entering Publishing Dates for News Story

9b. Enter *Start and End Dates*

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags Story Promotion **Publishing Dates**

Scheduling Start Date

Immediately

On the following date:

12 AM 00

Scheduling End Date

Immediately

On the following date:

12 AM 00

A screenshot of a web form titled "MetaData (click to show/hide metadata)". The form has four tabs: "Image Uploads", "Categories and Tags", "Story Promotion", and "Publishing Dates". The "Publishing Dates" tab is active. It contains two sections: "Scheduling Start Date" and "Scheduling End Date". Each section has a radio button for "Immediately" (which is selected) and a radio button for "On the following date:". Below the "On the following date:" radio button is a date input field, a calendar icon, a time dropdown menu set to "12 AM", and a minute dropdown menu set to "00". A red box highlights both the "Scheduling Start Date" and "Scheduling End Date" sections. Two red arrows point from the "9b. Enter Start and End Dates" header to the "Scheduling Start Date" and "Scheduling End Date" sections respectively.



Submitting News Story for Approval

10. Click *Check In*

NOTE: There are two ways to Check In a page. Either the button at the top of the page or from the page menu

The screenshot shows the 'MARINES THE FEW. THE PROUD.' website interface. At the top, there are navigation links: Home, News, Units, Recruiting, and Training & Education. Below this, the page status is 'Version: Checked Out' and 'Status: Only you can see and modify this page.' A toolbar contains buttons for 'Page', 'Workflow', 'Tools', 'Check In to Share Draft', and 'Submit for Approval'. The 'Check In to Share Draft' button is highlighted with a red box. A dropdown menu is open from the 'Tools' button, with the 'Check In...' option highlighted in a red box. Other options in the menu include 'Save', 'Save and Stop Editing', 'Discard Check Out', 'Page Settings and Schedule', 'Delete Page', 'Add Web Parts', and 'Modify Web Parts'. Below the toolbar, there are sections for 'Categories and Tags', 'Story Promotion', and 'Publishing Dates'. The main content area shows a form for a news story with fields for 'POC', 'HEADLINE' (New Training for Content Managers), 'StoryDate' (4/13/2007), 'By' (Kathy Gessner, IT Consultant), and 'Unit' (Headquarters, U.S. Marine Corps). There is also a photo upload section with a photo of a Marine on a motorcycle.

NOTE: This allows others to view your content before you publish it.



Submitting News Story for Approval

11. Click *Submit for Approval*

NOTE: There are two ways to Submit for Approval. Either the button at the top of the page or from the Workflow menu

The screenshot shows the Marine Corps web portal interface. At the top left is the Marine Corps logo with the slogan "MARINES THE FEW. THE PROUD.". Below it are navigation tabs: Home, News, Units, Recruiting, Training & Education, Career, and Marine Services. The main content area shows a draft news story with the following details:

- Version: Draft (0.2)
- Status: Checked in and viewable by authorized users
- Publication Start Date: Immediate

Below the status bar is a toolbar with buttons for "Workflow", "Tools", "Page", "Submit for Approval", and "Publish". The "Workflow" dropdown menu is open, listing several actions: "Publish", "Submit for Approval...", "Cancel Approval", "Cancel Scheduling", "Unpublish", "Approve/Reject...", "View Page Tasks (0)", "View Workflow Status...", and "Start a Workflow...". The "Submit for Approval..." option is highlighted in yellow. A red arrow points from the "NOTE" box to the "Submit for Approval" button in the toolbar.

The news story content includes:

- Headline: "ING NEWS STORY"
- Author: "By Katherine Gessner, Consultant, Headquarters Marine"
- Text: "– This is a test of uploading news and images"
- Image: A photograph of two frogs on a rock.
- Caption: "2/13/2007 4:20 AM
Kathy Gessner
Fairfax, VA
This is a Sample Image"

At the bottom of the page, there is a footer with the text: "Official U.S. Marine Corps Web Site News organizations can contact our media office @ (703) 614-4309 for more information Copyright 2006. All Rights Reserved". There are also links for "See all RSS Feeds", "Legal Advisories", "Sitemap", "FAQs", and "Contact Us".

NOTE: This will now be submitted for approval



Submitting News Story for Approval

Home > Units > Marine Forces Korea > Pages > TrainingTestPage > Workflows > Start Workflow

Start "Parallel Workflow": TrainingTestPage

Request Approval
 To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once ever h ed their tasks.

Assign a single task to each group entered (Do not expand groups).

Type a message to include with your request:

Due Date
 If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Tasks are due by:

Notify Others
 To notify other people about this workflow starting without assigning tasks, type names on the CC line.

11b. Enter Due Date

11a. Enter Message to include with approval request

11c. Enter Other People to Notify

11d. Click Start

Note: This locks the content, and starts the approval workflow.